



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY**  
U.S. ARMY RESOURCES AND PROGRAMS AGENCY  
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**HUMAN RESOURCES  
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: MILPER Policy Memorandum 00-12 Preparation and Processing of  
Temporary Change of Station (TCS) Orders**

**1. References:**

- a. AR 600-8-11, Reassignment.
- b. AR 600-8-105, Military Orders.

**2. Purpose.** This memorandum provides guidance, procedures and defines responsibilities for generating Temporary Change of Station Orders.

**3.** In accordance with AR 600-8-105, figure 4-1, the reassignment section of the Military Personnel Service Center (MPSC) is responsible for the preparation of TCS orders. Agency Point of Contact (POC) must notify MPSC Reassignment Division request for TCS orders. The agency must submit the Worldwide Individual Augmentation System (WIAS) summary data sheet, soldiers' standard name line information (Name, SSN, UIC, Duty Location), DD Form 93/SGLI, Form 4036-R (medical) and the Anti-Terrorism Brief Certificate. The WIAS summary data sheet can be obtained by contacting G-3, Individual Augmentation Branch Army Operation Center at (703) 695-6734. In some cases, an accounting classification may be required. When all information is received, TCS orders will be prepared and forwarded to the agency within 72 hours.

**4.** The proponent for this policy memorandum is the Management Division, Military Personnel Service Center, (703) 602-0803.



D. J. LOGAN, Jr.

Chief, Military Personnel Division

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